

**SUBSTITUTE TEACHER
HANDBOOK
2021-22**



**MODEL LABORATORY
SCHOOLS**

Substitute Teacher Handbook

Model Laboratory Schools

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Eastern Kentucky University, and by extension, Model Laboratory School, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law.

Published July 2021

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Introduction

Welcome

Thank you for filling the important role of substitute teacher for Model Laboratory School. We welcome you as an important instructional partner.

Substitute teaching is a challenging task. From frequent early morning calls, to spending your working day in new and different situations with very little time to prepare, your resourcefulness and organizational skills will be tested. Our community expects the best for the students, including a chance to work with caring and skilled adults, and you have been chosen as one of those individuals.

The purpose of this handbook is to acquaint you with policies and procedures of the Model Laboratory School that govern and affect your employment as a substitute teacher and give you some basic information that will better allow you to serve the children in a skilled, professional manner.

This handbook is not intended to be, and should not be interpreted as, a contract or a source of any claim or expectation to employment as a substitute. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and University or School policy or administrative procedures, the policies and procedures govern.

Some policies may be associated with specific forms. It is the substitute employee's responsibility to refer to the actual policies and/or administrative procedures for further information.

Copies of specific documents are available in the Superintendent's Office. Policies and procedures also are available online via the University's website <https://policies.eku.edu/policies> and/or the School's web site, or the online school manual through this Internet address: <https://pss.ksba.org/OnlineManual/Chapter.aspx?distid=240>. Employees and students who fail to comply with policies may be subject to disciplinary action.

Substitutes are expected to be familiar with policies related to his/her job responsibilities.

01.5

In this handbook, **bolded numerical codes** refer to the School policy or administrative procedure that addresses a particular item. Substitute employees with questions should contact the school Principal or designee.

Mission

In a shared commitment with Eastern Kentucky University, Model Laboratory Schools will serve as the learning laboratory for K-12 education in the Commonwealth of Kentucky by providing an exemplar for research, best practices, and innovation in elementary and secondary education and teacher professional learning.

Vision

In collaboration with other Eastern Kentucky University programs, Model Laboratory Schools will establish pathways that provide a K-20 student-centered learning environment producing next generation college graduates and career professionals prepared to lead a global society. In addition, Model will serve as a professional learning and continuing education hub to provide opportunities for Kentucky's educators to become master teachers.

Functions of Laboratory School

Research – Provide a setting for a variety of investigations that can be conducted by teachers, professors, graduate students, and others.

Experimentation – Provide a laboratory of human resources to engage in the development, evaluation and refinement of educational innovations.

Clinical Teaching Experiences – Provide for observation and participation in a setting of quality educational practice.

Curriculum Development – Provide a setting to create, pilot and evaluate new curriculum materials and teaching strategies.

Staff Development – Provide a site conducive to educational staff development for the diversity of personnel found in schools.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, Model Laboratory Schools reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The School reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office and School Personnel

Administration

John R. Williamson, Superintendent and Dean of K-12 Programs
Kim Puckett, Assistant Superintendent, Student Services
Laura Dedic, Director of Finance & Operations
Christopher Budano, Ph. D., Interim Secondary School Principal (7-12) / Associate Dean K-12 Programs
David Naylor, Elementary School Principal (K-6)

Support Staff

Beth Campbell, Director of Admissions and Alumni Relations, K-12
Erick Collings, Director of Communications
Donna McGuire, Executive Assistant to the Superintendent
Lauren Tyra, Graphic Designer
Beverly Dyehouse, Student Information & Records Specialist
Melanie Kelley, Financial Specialist & Transportation Coordinator
De Reed, Office Associate
Jenna Fitzgerald, Receptionist

Counseling Center

Kelly Caldwell, Director of Pupil Personnel/Counselor (9-12)
Cheyanne Bustle, Counselor (K-6)
Rebecca Petrey, Counselor, Grades (7-12)
Stephanie Clark, Administrative Coordinator
Jill Fulks, Academic Advisor

Program Specialists

Jennifer Blakeman, Director of Special Education
Tim Hoover, Director of Technology
Morgan Campbell, Extended Learning Coordinator
Jilliane McCardle, Ed. D., Gifted and ESL Education
John Perrin, Director K-12 Projects & Initiatives
Melanie Smith, Assistant Athletic Director
Scotty Sutton, Athletic Director

Building Safety and Security

Wesley Terry, ECU Police and School Resource Officer

Title IX

Kim Puckett, Student to Student
John Dixon, ECU, Employee/Adult

504 Coordinator

Rebecca Petrey

School Calendar



5/26/2021

2021-22 CALENDAR

July 2021							August 2021							September 2021						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3											1	2	3	4
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18
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							29	30	31											
October 2021							November 2021							December 2021						
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
January 2022							February 2022							March 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5			1	2	3	4	5
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April 2022							May 2022							June 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2											1	2	3	4
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10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											

Legend:		Student Instruction		Holiday		Flexible Professionals Dev.
		Student Instruction 1/2 day		Make-up (if needed)		Opening/Orientation & Closing
		No School (Students/Employees)		Required Professional Dev.		Faculty Work Day
		No School (Students/Teachers)	* Teachers will work 3 additional "Flex" Days			

Terms of Employment

Section

1

Notice of Non-Discrimination

As required by Title IX, Model Laboratory Schools do not discriminate on the basis of sex regarding admission to the Schools or in the educational programs or activities operated by the Schools. Inquiries regarding Title IX Sexual Harassment may be referred to the Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

Eastern Kentucky University, and by extension, Model Laboratory School, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law. **01.1**

If you have questions concerning School compliance with state and federal equal opportunity employment laws, contact Joslyn Glover, Chief Equity Officer or John Dixon, Title IX Coordinator at the Office of Institutional Equity, (859) 622-8020.

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination:

John Dixon, Title IX Coordinator (TIXC)
Department: Office of Equity and Inclusion
Office: Jones 120
Mailing Address: Coates CPO 24A, ECU, 521 Lancaster Ave. Richmond, KY 40475
Email: john.dixon@eky.edu
Phone: 859-622-8221

TERMS OF EMPLOYMENT

John Dixon, ADA/Section 504 Compliance Officer
Department: Office of Equity and Inclusion
Office: Jones 120
Mailing Address: Coates CPO 24A, EKU, 521 Lancaster Ave. Richmond, KY 40475
Email: john.dixon@eky.edu
Phone: 859-622-8221

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the School's Website.

Non-Discrimination and Harassment

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the non-discrimination and harassment policy at the following link:

<https://policies.eku.edu/policies>

03.162/09.42811

Criminal Background Checks

All substitute teachers must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services provided by the individual documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet. **03.4**

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **3.11**

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Performance of Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as University property. In addition, employees shall cooperate fully with all investigations conducted by the University and the School as authorized by policy or law. **03.133**

Policies and Procedures

Substitute teachers will follow policies and procedures for classroom teachers. Information related to classroom supervision, discipline, dress code, procedures will be provided annually. **03.4**

Supervision of Students

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises and on school-sponsored trips and activities. No employee or volunteer shall ask a student to leave the ECU campus to attend to errands, personal or school-related, during the school day.

While at school or during school-sponsored activities, students must be under the supervision of a qualified adult. As is the case with all School employees, you are required to assist in providing appropriate supervision and correction of students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following School policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the School. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The School Code of Conduct shall specify to whom reports of alleged instances of bullying or hazing shall be made. **09.422/09.42811**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent.

TERMS OF EMPLOYMENT

Teachers shall complete School selected training on child abuse and neglect prevention, recognition and reporting by January 31, 2017 and every two (2) years thereafter. Teachers hired after January 31, 2017 shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Reporting telephone numbers:

Social Services – Child Abuse Hotline	877-597-2331
National Human Trafficking Hotline	888-373-7888
Local Police, EKV Police	859-622-1111
Kentucky State Police, Post 7	859-623-2404
County Attorney	859-624-4777

Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **09.14/09.213/09.43**

Both federal law and School policy prohibit employees from making unauthorized disclosure of, using, or disseminating personal information regarding minors over the Internet. **08.2323**

TERMS OF EMPLOYMENT

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

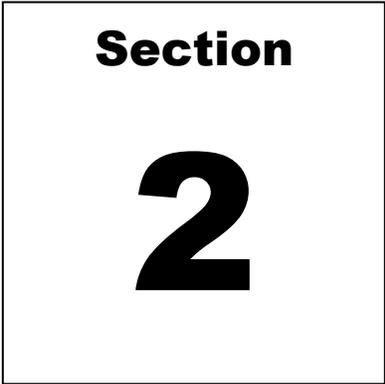
Within seventy-two (72) hours of the discovery or notification of a security breach, the Superintendent shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Salaries

Substitutes shall be paid in accordance with the Model Laboratory School salary schedule. **03.4**

It is recommended that substitute teachers maintain a personal record of days worked by location and date to enable them to confirm that they are paid correctly.

General Information



Substitute List

Approved substitute teachers will be placed on a call list. When possible, substitutes are called to teach in fields for which they are most qualified.

When a substitute is needed, De Reed will make the contact.

Length of Assignment

A substitute is expected to follow the same hours of duty and fulfill the same assignments as the regular teacher. **03.4**

Substitutes are called to serve for a certain time frame and, when possible, the same substitute may be used when a teacher is to be absent on consecutive days.

School Day

Students		Substitute Teachers	
Elementary	8:00 a.m. – 3:05 p.m.	Elementary	7:45 a.m. – 3:20 p.m.
High	8:00 a.m. – 3:05 p.m.	High	7:45 a.m. – 3:20 p.m.

Substitutes are not allowed to leave their job assignments during duty hours without the express permission of the Principal/designee.

When possible, substitutes shall be on duty no later than fifteen (15) minutes before students are scheduled to arrive and shall remain in the building at least fifteen (15) minutes after the dismissal time for students.

Substitutes working on an extended assignment shall attend meetings called by the Superintendent, building Principals, Supervisors or their designees. Absence from staff meetings must have approval of the administrator who called the meeting.

Emergency Closings

In case of inclement weather or other emergencies that cause school to be called off or delayed, information will be broadcast through public media. Substitutes are responsible for checking for these announcements.

Lesson Plans

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and shall leave a written record of the work completed during their length of duty.

03.4/08.212

Emergency lesson plans will be maintained by De Reed. Any questions regarding lesson plans should be directed to the School Principal.

Classroom Management

Although the following general classroom management guidelines are not intended to be all-encompassing, substitutes are expected to follow them unless otherwise directed by the school administrator:

- Be prepared to make adjustments for any unusual changes in school schedules such as fire drills, altered class schedules or activities for the day. Each room in the school has emergency procedures posted or otherwise made available in case of fire, earthquake, tornado, lockdown or other potentially dangerous situations. Look for this information and review it prior to the beginning of the school day.
- It is the responsibility of the substitute teacher to check with the Principal/designee to determine if any of the day's assigned students have accommodations under an Individual Education Plan (IEP) or 504 plan and implement plan provided.
- Implement drill/evacuation plans.
- Display your name where it can easily be seen by all students. Take time before beginning lessons to tell the class briefly about yourself.
- Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
- Ask the students questions: their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.

GENERAL INFORMATION

- Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) comment to students on task.
- Try to be sensitive to differences.
- Any unusual requests from parents or students should be handled by the Principal/designee.
- Correct the day's work when possible. Organize any student papers and label them clearly.
- Write a complete, succinct review of the day's activities. Be sure to indicate portions of the lesson plan that may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.
- Leave the classroom in good order.
- Substitutes teachers shall not do the following:
 - Make/take personal phone calls during class time;
 - Use the internet for personal use; or
 - Engage in personal tasks such as reading, knitting, etc.

What if . . .

Unexpected activities can be experienced during a school day and substitute teachers need to be prepared to handle all situations. Following is information about the School's procedures for several drills, lockdowns, and other emergencies. It is the responsibility of the substitute to identify the specific directions that apply to the room/area in which s/he is teaching.

FIRE

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
2. Close all classroom windows and doors before leaving.
3. Turn off all lights and gas jets in the room.

GENERAL INFORMATION

4. Maintain order during the evacuation and arrange assistance for students with disabilities.
5. Take roll book and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.
6. Report to the Principal any student who is missing. **05.41 AP.1**

BOMB THREAT

The faculty and staff shall:

1. Post in each room and discuss with each class rules for bomb threat evacuation, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.
2. If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.
3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
4. Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
5. Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.
6. Report to the Principal any student who is missing. **05.43 AP.1**

TORNADO/SEVERE WEATHER

The faculty and staff shall:

1. Utilize designated safe areas during a tornado/severe weather drill or warning.
2. Instruct students in the procedures to be used during a tornado/severe weather drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:

GENERAL INFORMATION

- a. Rest on knees, lean forward, cover face by crossing arms above face.
 - b. Sit on floor, cross legs, cover face with folded arms.
 - c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
5. Remain in the assigned safety area with students until the all-clear signal or recall signal is given.
 6. Report to the Principal any student who is missing. **05.42 AP.1**

Section

3

Employee Conduct

Political Activities

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the political activity of faculty policy at the link below:

<https://policies.eku.edu/policies>

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the orderly administration of activities or operations may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of staff or visitors);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of services, completion of work responsibilities or interferes with the orderly administration of the School and school-related activities or operations. **03.1325**

In keeping with these requirements, employees are required to dress appropriately and in keeping with their professional responsibilities and any dress code in place at the school.

Dress and Appearance

Faculty and staff will dress and act professionally and be an example for students. People should be able to tell you from your students by your appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities.

INAPPROPRIATE/UNACCEPTABLE ATTIRE

Examples include but are not limited to:

- Jeans, cargo pants, shorts, mini-skirts, and leggings worn as pants
- Shirts, blouses or tops that are strapless or have spaghetti straps
- Shirts, blouses or tops that expose mid-sections
- Spandex (or other tight-fitting clothing), sheer, exposing, provocative or revealing articles of clothing
- Oversized, baggy, saggy pants worn below the waist
- Sweat suits, tee-shirts, and tanks tops
- Flip-flops
- Costumes, masks, and hats

EXCEPTIONS

Clothing exceptions are allowed for:

- Certain field trips
- Nature of job (e.g. Physical Education teachers)
- Non-professional work days
- Administrator sanctioned special circumstances (e.g. spirit day, field day)

03.1326

If there are questions about what constitutes suitable attire and appearance, substitutes should confer with their Principal or assigned contact.

Drug Free Workplace

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the drug free workplace policy at the link below:

<https://policies.eku.edu/policies>

03.13251

Use of Alcohol, Drugs and Other Substances

Employees shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law. **09.423**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the School prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Use of School Property

Employees are responsible for school equipment, technology, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using University property or facilities.

EMPLOYEE CONDUCT

Employees may not use any University facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are University property. **03.1321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see School Policy **03.13214**.

Health, Safety and Security

It is the intent of the School to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **05.4**

All employees with job duties requiring direct contact with students in grades six (6) through twelve (12) shall annually complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live streaming, or via video recording. **09.22**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

Substitute teachers should consult with the Principal/designee when serious incidents occur to make sure that students are disciplined consistent with the School Code of Conduct and related policy and procedures.

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto University property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

EMPLOYEE CONDUCT

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by policy. **03.1327**

Acceptable Use of Technology

The School supports reasonable access to various information formats for students and employees and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use School technology. Employees are required to follow University and School policies, administrative procedures and guidelines designed to provide guidance for access to electronic media.

If you have questions about what constitutes acceptable use, please check with the Principal/designee. **08.2323**

Materials Used with Students

All materials presented for student use or viewing shall be reviewed by the teacher before use. Exceptions shall be current events programs and programs provided by Kentucky Educational Television.

Unless the Principal grants an exception clips of videos, instead of the entire video, should be used to highlight core content concepts. **08.234**

Controversial Issues

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms. All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen. Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, s/he shall confer with the Superintendent. **08.1353**

Search and Seizure

Unless otherwise permitted by policy 09.436, only faculty personnel directly responsible for the conduct of the pupil or the Principal of the school the student attends are authorized to search the student's person or his or her personal effects. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

Unless otherwise permitted by policy 09.436, no search of a pupil shall be conducted in the presence of other students. No strip searches of students shall be permitted. **09.436**

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with School policy and procedure. **09.2212**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or School policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the Superintendent shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if University property has been used for unauthorized purposes. **03.1321**
- If you have been authorized to use such measures, notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the School's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/09.425**

- Immediately report to Principal after sustaining a work-related injury or accident and also report potential safety or security hazards to the Principal. **05.4**
- Report to the Principal/immediate supervisor or the University's Title IX Coordinator if you, another employee, a student, or a visitor to the school is being or has been subjected to harassment or discrimination. **03.162/09.42811**

EMPLOYEE CONDUCT

- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the University Counsel. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/severe weather/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- Employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the University and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

EMPLOYEE CONDUCT

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities). (See **Child Abuse** section.) **09.227**
- Employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by School Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
 2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics

The School requires that certified staff, including substitute teachers, adhere to the following Code of Ethics (SOURCE: 16 KAR 1:020):

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

EMPLOYEE CONDUCT

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Appendix

Substitute Teacher Pay Scale

Daily Rate

All substitute teachers shall meet background records check requirements (including a letter from the Cabinet for Health and Family services stating that there are no findings of substantiated child abuse or neglect on record) and medical examination requirements as specified by University policy. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

Rank V 64-95 hours	Rank IV 96 or more hours	Rank III (Teaching Certificate)	Rank II	Rank I
110.00	115.00	130.00	135.00	140.00

Intent to Return 2022-23

Substitute Teacher / Substitute Paraeducator

Thank you for your willingness to serve at Model Laboratory Schools during the 2021-22 school year.

We would like to request that you complete the following form regarding your interest in returning to Model. If you wish to return, please take note that a mandatory training session will be held at the beginning of the school year. At this session you will receive training and techniques to assist you in your substitute role, be provided with an updated handbook, and complete required documentation.

Please check all that apply:

- I would like to return as a substitute teacher at Model Laboratory Schools for the 2022-23 school year.
- I would like to return as a substitute paraeducator at Model Laboratory Schools for the 2022-23 school year.
- I no longer wish to work as a substitute teacher or substitute paraeducator at Model Laboratory Schools. Please remove me from the substitute list.
- I understand that I must have a valid teaching certificate or emergency teaching certificate on file with Model Laboratory Schools prior to working. Emergency certificates must be renewed annually.

I am available to serve as a substitute as follows:

- All grade levels, subjects, days and times
- Only the following grade levels, subjects, days, and/or times:

Specify _____

Do you have any suggestions regarding the substitute worker process at Model Laboratory Schools?

Mailing Address

E-Mail Address

Emergency Contact Name and Phone Number

Name (printed)

Phone Number (to be used for scheduling work)

Signature

Date

Please return completed form to the Model Personnel Office if there is a change in the information or at the end of the year.

Professional Substitute Checklist

Main Office – 622-1099

Nurse – 622-8575

Attendance – 622-3646

ARRIVAL

- Parking
Report to Principal/school office.
- Ask about IEP/504 plans and extra duties assigned to the regular teacher.
- Obtain keys, daily schedule, lesson plans and teacher's grade book.
- Ask how to report tardy or absent students and how to refer a student to the office.
- Check the teacher's mailbox.
- Locate teachers' restrooms and work room/lounge.
- Introduce yourself to teachers adjacent to your classroom.

BEFORE CLASS

- Write your name on the board.
- Scan lesson plans and locate materials to be used.
- Locate and review building evacuation directions.
- Check for posted fire drill, bomb threat, lock-down, tornado and other safety related instructions.
- Review class rules as posted or listed in the teacher's lesson plans.
- When the bell rings, stand in the doorway and greet students as they enter.
- Use the seating chart to take attendance/required due to COVID

THE REST OF YOUR DAY

- Greet students at the door and involve them in a learning activity right away.
- Review the schedule and routine with the class.
- Carry out the lesson plans and assigned duties to the best of your abilities.
- Improvise if needed by extending practice, elaborating on activities, or supplementing lesson plans.
- Use planning time to grade work and prepare for the remainder of the day or the next, if you will be returning.
- Check the teacher's mailbox during the day.
- Only one (1) student will be allowed out of the room at a time.
- Be fair, flexible and consistent in dealing with students.
- Be positive and respectful in your interactions with students and staff.
- No student check out unless contacted by Model personnel.

DEPARTURE

- Instruct students to straighten and clean their work areas.
- Remind students of homework.
- Complete any forms the teacher/Principal directed you to prepare.
- Leave the teacher a note of what was or was not accomplished; attach any documents received that day.
- Organize and label work turned in by students.
- Close windows, turn off equipment and lights, and leave the room in good order before you lock the door, if directed to do so.
- Sign out in the office. Return a copy of completed Substitute Checklist and Seating Chart. Turn in keys, grade book, and any money collected to the office, listing who turned in the money and for what purpose.
- Confirm if you will be needed again the next day.

Model Minor Infraction Form

Student Name _____

Homeroom _____

1st Minor Infraction

Behavior:

- | | |
|---|--|
| <input type="checkbox"/> Disruptive | <input type="checkbox"/> Technology Misuse |
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Minor Dishonesty |
| <input type="checkbox"/> Electronic Device | <input type="checkbox"/> Throwing |
| <input type="checkbox"/> Physical Contact | <input type="checkbox"/> Disrespect |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Physical Contact |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Property Misuse |
| <input type="checkbox"/> Stealing | <input type="checkbox"/> Other _____ |

Incident Description: _____

Date/Time _____

Classroom _____

Intervention:

- | | |
|--|--|
| <input type="checkbox"/> Planned Ignoring | <input type="checkbox"/> Journaling |
| <input type="checkbox"/> Redirect | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Private Conversation | <input type="checkbox"/> Self-Contain |
| <input type="checkbox"/> Phone Call Home | <input type="checkbox"/> Stu/Tchr Negotiated Reinforcement |
| <input type="checkbox"/> Relaxation Exercise/Sensory | <input type="checkbox"/> Natural Consequence |
| <input type="checkbox"/> Removal Student/Class | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Loss of Privileges | |

Comments: Restate Expectation & Re-teach

Parent Signature: _____

Date: _____

2nd Minor Infraction

Behavior:

- | | |
|---|--|
| <input type="checkbox"/> Disruptive | <input type="checkbox"/> Technology Misuse |
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Minor Dishonesty |
| <input type="checkbox"/> Electronic Device | <input type="checkbox"/> Throwing |
| <input type="checkbox"/> Physical Contact | <input type="checkbox"/> Disrespect |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Physical Contact |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Property Misuse |
| <input type="checkbox"/> Stealing | <input type="checkbox"/> Other _____ |

Incident Description: _____

Date/Time _____

Classroom _____

Intervention:

- | | |
|--|--|
| <input type="checkbox"/> Planned Ignoring | <input type="checkbox"/> Journaling |
| <input type="checkbox"/> Redirect | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Private Conversation | <input type="checkbox"/> Self-Contain |
| <input type="checkbox"/> Phone Call Home | <input type="checkbox"/> Stu/Tchr Negotiated Reinforcement |
| <input type="checkbox"/> Relaxation Exercise/Sensory | <input type="checkbox"/> Natural Consequence |
| <input type="checkbox"/> Removal Student/Class | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Loss of Privileges | |

Comments: Restate Expectation & Re-teach

Parent Signature: _____

Date: _____

3rd Minor Infraction

Behavior:

- | | |
|---|--|
| <input type="checkbox"/> Disruptive | <input type="checkbox"/> Technology Misuse |
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Minor Dishonesty |
| <input type="checkbox"/> Electronic Device | <input type="checkbox"/> Throwing |
| <input type="checkbox"/> Physical Contact | <input type="checkbox"/> Disrespect |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Physical Contact |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Property Misuse |
| <input type="checkbox"/> Stealing | <input type="checkbox"/> Other _____ |

Incident Description: _____

Date/Time _____

Classroom _____

Intervention:

- | | |
|--|--|
| <input type="checkbox"/> Planned Ignoring | <input type="checkbox"/> Journaling |
| <input type="checkbox"/> Redirect | <input type="checkbox"/> Walk |
| <input type="checkbox"/> Private Conversation | <input type="checkbox"/> Self-Contain |
| <input type="checkbox"/> Phone Call Home | <input type="checkbox"/> Stu/Tchr Negotiated Reinforcement |
| <input type="checkbox"/> Relaxation Exercise/Sensory | <input type="checkbox"/> Natural Consequence |
| <input type="checkbox"/> Removal Student/Class | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Loss of Privileges | |

Comments: Restate Expectation & Re-teach

Parent Signature: _____

Date: _____

4th Minor Infraction

Write an **Office Discipline Referral**.

Attach and submit this Minor Infraction Form with Office Discipline Referral to office.

MODEL LABORATORY OFFICE REFERRAL FORM

TO BE COMPLETED BY TEACHER/STAFF:

STUDENT NAME: _____

REFERRING TEACHER: _____

GRADE: _____

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

LOCATION:

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Hallway	<input type="checkbox"/> Bus	<input type="checkbox"/> Classroom
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Stairway	<input type="checkbox"/> Gym	<input type="checkbox"/> Restroom
<input type="checkbox"/> Other: _____			

DESCRIPTION OF THE INCIDENT

TEACHER/STAFF ACTIONS PRIOR TO REFERRAL (check all that apply)

<input type="checkbox"/> Redirection <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Conference with Student <input type="checkbox"/> Phone Call Home <input type="checkbox"/> Conference with Parents	<input type="checkbox"/> Journaling <input type="checkbox"/> Walk/Break From Situation <input type="checkbox"/> Time Out <input type="checkbox"/> Teacher Detention <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Other (please explain)	Comments: _____ _____ _____ _____ _____
---	--	---

Next section completed by Principal:

INFRACTION CODE AND TITLE: _____

RESOLUTION BY PRINCIPAL

<input type="checkbox"/> Report to Parent <input type="checkbox"/> Verbal Reprimand <input type="checkbox"/> Written/Special Assignment <input type="checkbox"/> Parent/Teacher/Student Conference <input type="checkbox"/> Correct Inappropriate Dress <input type="checkbox"/> Opportunity to Secure Supplies <input type="checkbox"/> Time Out Area <input type="checkbox"/> Confiscation of Inappropriate Item <input type="checkbox"/> Strictly Supervised Study Area	<input type="checkbox"/> Loss of Credit for Work (Dishonesty) <input type="checkbox"/> Financial Restitution <input type="checkbox"/> Teacher Detention <input type="checkbox"/> Counseling/Referral <input type="checkbox"/> Revoke Parking/Driver's License <input type="checkbox"/> Teacher/Student Schedule Change <input type="checkbox"/> Tobacco Citation <input type="checkbox"/> Work Detail	<input type="checkbox"/> After School/Saturday Detention <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Short-Term Out of School Suspension 1-5 days <input type="checkbox"/> Long-Term Out of School Suspension 6-10 days <input type="checkbox"/> Recommendation for Expulsion/Civil Citation <input type="checkbox"/> Refer to Law Enforcement/Civil Citation <input type="checkbox"/> Disenrollment
--	--	---

Check all that apply

Call Police _____ Arrest _____ SRO _____ Violence Indicator _____ Gang Related _____ Civil Proceeding _____ Charges Filed

Comments (Date and Time Contacted Parent): _____

ACKNOWLEDGEMENT:

Principal's Signature/Date _____

Student's Signature/Date _____

Parent's Signature/Date _____

Acknowledgement Form

2021-2022 School Year

I, _____, have received a copy of the Substitute
Employee Name

Teacher Handbook issued by the School understand and agree that I am to review this handbook in detail, consult University and school policies and procedures, and direct any questions concerning the contents of this material with my Principal/supervisor if I have any questions.

I understand and agree:

1. that this handbook is intended as a general guide to school personnel policies and procedures and that it is not intended to create any sort of contract between the University or the School and any one or all its employees;
2. that the School may modify any or all the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the School modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the University or the School.

I understand that as an employee of the School I am required to review and follow the information set forth in this Employee Handbook and any addenda and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.